

Position Vacancy

Administrative Assistant (Osaka / Temporary Part-Time)

The U.S. Consulate General in Osaka is seeking an Eligible Family Member, a U.S. Citizen, for employment in the position of Temporary Administrative Assistant.

OPEN TO: Eligible Family Members, U.S. Citizens
POSITION: Administrative Assistant
OPENING DATE: February 1, 2010
CLOSING DATE: February 16, 2010
WORK HOURS: Part Time 20 hours/week
SALARY: * Ordinarily Resident (OR): FSN-7 ¥6,650,137 p.a., pro-rated in accordance with work hours
** Not-Ordinarily Resident FP-7
LENGTH OF HIRE: Temporary position Not To Exceed 6 months from the date-of-hire.

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).

All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

BASIC FUNCTION OF POSITION:

The Administrative Assistant (Faux CLO) at the U.S. Consulate General Osaka-Kobe works with U.S. personnel and family members to maintain high morale in the Mission. The Administrative Assistant will perform basic non-sensitive CLO functions in the areas of welcoming and orientation, community liaison, events planning, and information resource management. In Osaka-Kobe, the Administrative Assistant functions as an integral part of the Management team under the general supervision of the Management Officer.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "Tips for Applying" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

1. Education: Completion of secondary school or host country equivalent is required.
2. Prior Work Experience: Two years of work experience is required. Volunteer experience can be counted as qualifying experience.
3. Language Proficiency: Level III (Good working knowledge) Speaking/Reading/Writing English is required.
4. Knowledge: Knowledge of pertinent DOS regulations, programs, and policies, as well as host-country laws, practices, and mores is required.
5. Skills and Abilities: The ability to work in a high stress, high volume productivity environment with tact and flexibility is required. Strong organizational skills are required.

* U.S. Government language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.

TO APPLY:

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily Resident applicants who are not Japanese citizens **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates' claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

SUBMIT APPLICATION TO:

Human Resources Office
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420
Or by fax: 03-3224-5818
Or by email: tokyorecruitment@state.gov

Please note that the U.S. Government cannot guarantee the integrity, security, or privacy of information transmitted.

DEFINITIONS:

1. **Ordinarily Resident (OR)**: A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
2. **Not-Ordinarily Resident (NOR)**: Typically NORs are USEFMs and EFMs of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.

3. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
4. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

CLOSING DATE: February 16, 2010